

**Alaska Court System
Class Specification**

ASSISTANT TRANSCRIPT COORDINATOR

Range: 12

EEO4: 02

SOC: 43-1011

Class Code: C5302

Definition:

Under general direction, the Assistant Transcript Coordinator proofreads and coordinates statewide transcriber contracting services.

Distinguishing Characteristics:

The Assistant Transcript Coordinator is expected to be aware of, and familiar with, all the varied operations of the transcript department and its functions of contracting outside for transcription services. This position is expected to learn and administer the Manual of Transcript Procedures and all associated supplements.

Supervision Received: The Assistant Transcript Coordinator receives general direction from the Transcript Supervisor. Routine detailed work is rarely reviewed. Supervision and evaluation are received through personal conference, general observation of work in progress, and periodic review by the supervisor.

Supervision Exercised: The Assistant Transcript Coordinator does not typically have supervisory authority.

Examples of Duties:

Receive case files and determine what portions are to be transcribed and assigned out to contractors.

Determine media and log numbers and work out page estimates for contractors.

Keep record-tracking systems such as contract quality and quality assurance, deadlines, and whether district needs are being met.

Ensure outside agencies comply with contract stipulations and make recommendations for contractual non-compliance.

Ensure assembled and completed transcripts follow the Transcript Manual standards.

Listen to recorded audio and proofread transcripts of court proceedings.

Use reference books such as medical and legal dictionaries, telephone books, and atlases. Also use court files and the law library for research material.

May transcribe court proceedings as needed.

Operate and clean recording and duplicating equipment.

Knowledge, Skills, Abilities:

The Assistant Transcript Coordinator requires knowledge of:

- The structure and function of the Alaska Court System.
- Proper English usage and spelling.
- Operation of transcript recording equipment.
- Legal terminology.

The Assistant Transcript Coordinator requires skill in order to:

- Operate standard and specialized office software and database applications.
- Type and use recording equipment.
- File tapes and use reference materials.
- Transcribe.

The Assistant Transcript Coordinator requires the ability to:

- Hear well and accurately distinguish and identify many voices when listening to tapes.
- Spell correctly, proofread, and use proper English.
- Follow oral and written directions.
- Function with a high degree of initiative, independence, and discretion.
- Communicate with others effectively verbally and in writing.

Minimum Qualifications:

A high school diploma or General Education Development (GED) certificate AND three years of general office clerical work experience AND the ability to type at least 40 words per minute (net).

Substitution:

Satisfactory completion of an appropriate vocational training course of study may be substituted for up to six months of the required work experience.

08/96 – Original

02/13 – Revised, WPA, Change Class Code

02/14 – Remove MQQs

08/14 – Revised MQs